
NATIONAL GEOGRAPHIC AREA COORDINATION CENTER (GACC) WEBSITE AND GACC STANDARDIZED WEBSITE TEMPLATE

IMPLEMENTATION GUIDELINES

March 2005



Document written by
National GACC Website Committee,
A subcommittee of the National Predictive Services Group

TABLE OF CONTENTS

1. PURPOSE	3
2. INTRODUCTION	3
3. ADMINISTRATION	5
3.1 National GACC Website and GACC Website Template Conceptual Design	5
3.2 General Roles and Responsibilities	6
3.3 Implementation Timeline	7
4. DEVELOPMENT OF THE NATIONAL GACC WEBSITE	8
4.1 Tier One Page	9
4.2 Tier Two Pages	10
4.3 Site Maintenance	10
4.4 Accessibility Requirements	10
5. DEVELOPMENT OF THE STANDARDIZED GACC WEBSITE	11
5.1 GACC Responsibility Review	11
5.2 Downloading the GACC Template or Building the Site from Scratch	13
A. Template Page and Overall Site Requirements	14
B. Template Page Banners	14
C. Template Page Left-Side Menu Bar	15
D. Template Page Content Area	16
5.3 Description of Individual Website Pages	16
5.4 Site Maintenance	20
5.5 Accessibility Requirements	20
6. CENTRALIZED HOST SERVER GUIDELINES	21
6.1 Use of the FAMWEB Server	21
6.1.1 Firewalls	22
6.1.2 CGI-BIN	22
6.1.3 File Extensions	22
6.1.4 File Directories	22
6.1.5 File Transfer Protocol (FTP) Procedures	23
6.1.6 Contact Names	23

APPENDIX	24
1. Basic GACC Web System Structure.....	25
2. Section 508 Accessibility Standards.....	26
3. National Web Page – Tier-One Example.....	42
National Web Page – Tier-Two Example.....	43
National Web Page – Auto-Forward Example	44
4. GACC Website Template – Tier-One Example	45
GACC Website Template – Tier-Two Example	46
5. Procedures for Downloading Template Files and Using Dreamweaver	47

1. PURPOSE

The purpose of this guide is two-fold (1) to provide information on a National GACC website portal and (2) to provide general guidance on implementation of the Geographic Area Coordination Center website template.

Specifically, this document will:

- Provide the administrative means to initiate and maintain the GACC web system operationally
- Provide details on the development of a national website
- Provide a design template for standardization and/or re-design of current GACC websites
- Provide details on the availability and use of a centralized web server

It has been written and provided to you by the National GACC Website Committee, a sub-committee of the National Predictive Services Group.

2. INTRODUCTION

The first Geographic Area Coordination Center (GACC) website was posted sometime during the period 1996/97. Which GACC site was posted first is not known, nor does it matter in the overall scheme of things. What does matter is the level of dependency in which the Wildland fire community has come to demand information, intelligence, and predictive services products posted on these sites.

Over the years as GACC websites were being developed and posted on the Internet, a number of issues have arisen for GACC web managers to ponder. First off, visitors moving from one GACC website to another would often have difficulty in finding similar or same products. Firewalls established by several agencies where GACC websites were hosted, often made it difficult for visitors getting to the GACC site. And, by GACC websites being hosted on different agency servers, it often made the visitor to have to create their own bookmarks.

Thus, in November 2002 at the National Predictive Services and Intelligence Meeting, a GACC Website Development Task Group was formed to look into and propose developing a basic, standardized layout for GACC websites, and to see if there could be a centralized web server for all GACC sites to be hosted on.

In early 2003, the Task Group received word that space was available on the FAMWEB server for hosting GACC websites. The only requirement the Task Group would have to follow-up with would be to find its own Universal Resource Locator (URL) address. By late 2003, the Task Group received word from the owners of the NIFC.GOV domain, that they would be able to provide the GACCs with their own distinct URL as part of the NIFC.GOV domain.

Once the server and domain name was established, the Task Group reviewed all GACC websites looking at the differences, similarities, and/or any standard applications that could be

used in a national template. In addition, the Task Group solicited survey responses from the GACC Predictive Services/Intelligence Group personnel and website customers from throughout the national wildland fire community. The survey responses were used in developing a national website and GACC website template.

In 2004, the National Predictive Services Group (NPSG) converted the Task Group to a Committee. The first draft of the national website, proposed GACC website template, and information on the centralized server were presented to the National Predictive Services Group, GACC Predictive Services and Intelligence personnel, and to the National Coordinators / Center Directors.

NATIONAL GACC WEBSITE COMMITTEE (NGWC)

The National GACC Website Committee (NGWC), which is responsible for this document, is a chartered committee under the direction of the National Predictive Services Group (NPSG). Chartered in October 2004, the committee was tasked with:

- Surveying current sites
- Provide a framework for consistency of GACC websites and provide example website template for GACC use
- Develop a national main page and subsequent second/third tier pages
- Standardized labels or titles for categories of information presented on the website.
- Provide information on host server requirements and suggest alternatives.
- Recommend an implementation strategy and timeframe

The National Predictive Services Group works under the auspices of the National Coordinators / Center Directors Group.

2005 NATIONAL GACC WEBSITE COMMITTEE MEMBERS

Name	Unit	Number	E-Mail	Represents
Ed Delgado	Eastern Basin	801-531-5320	edwarddelgado@fs.fed.us	Mets
Jay Ellington	Southwest	505-842-3874	jayellington@fs.fed.us	Intell
Steve Marien	Eastern Area	612-713-7300	Stephen_Marien@nps.gov	Mets
Tom Rolinski	California – South Ops	951-276-6721	Tom_Rolinski@ca.blm.gov	Mets
Kathy Wiegard	Western Basin	775-861-6455	Kathy_Wiegard@nv.blm.gov	Intell
Vacant				Logistics
Vacant				Web Mgr
Dan Ervin (Ad Hoc)	NIFC – Information Mgmt	208-387-5288 © 208-867-3320	dervin@fs.fed.us	FAMWEB Host Server

3. ADMINISTRATION

3.1 CONCEPTUAL DESIGN

In general, the National GACC Website Committee has designed a National GACC website system consisting of two components. The first component is the design of a national GACC website and the second component is the design of a standardized GACC website template.

In the design phase, the Committee used a number of different methods for determining the look and feel for designing the national GACC website and the standardized GACC website template. Site reviews, visitor surveys, presentations, various meetings and discussions were used in the process. In addition to these methods, the following general guidelines were used to create the overall template.

1. **Make sure site is usable by everyone if possible.**
Don't unnecessarily do things that limit the number of people that can benefit from your site. Site needs to be compliant with Internet Explorer and Netscape Navigator, and follow Section 508 accessibility standards.
2. **Make sure site loads as fast as possible.** This not only makes a site more enjoyable to use, but also allows those with inexpensive and/or slow Internet connections to use a site.
3. **Make sure site is easy to use.**
Site must be uncluttered, easy to navigate, and easy to read. The use of frames is not recommended
4. **Make sure site is useful.**
Create a site that fills a need.
5. **Maintain Integrity. Be Professional.**
Be honest. Offer what is claimed to be offered. Check spelling.
6. **Use "cutting edge technology" wisely and effectively.**
Use it when it's the best way to do something, but don't annoy visitors with "cute" stuff.
7. **Explain jargon and acronyms.** Use clear text, define, and spell out as necessary.

In the end, the Committee has come up with a design that hopefully will help the GACC website visitor find the products they seek in a familiar and simplified manner.

3.1.1 National GACC Website

A national GACC website will reside on a centralized host web server at the National Information Technology Center (NITC). The Universal Resource Locator (URL) for the national site will be <http://gacc.nifc.gov>. This site will act as an entry portal to all GACC websites and any second tier pages established on the national site.

See Chapter 4 for details on development of the national site.

3.1.2 Standardized GACC Website Template

One of the issues of the past several years has been the difficulty for visitors to find the same or a similar document when moving from one GACC website to another. Therefore, the NGWC has developed a standardized GACC website template based on the site reviews, surveys, meetings, and guidelines mentioned above.

The GACC website will reside in either of two locations, a centralized web server (the same server where the national website is located) or an agency server. The NGWC encourages all of the GACCs to host their new website on the centralized server. By doing this, when visitors to a GACC site desire to locate a same or similar product on another GACC site, the transition to the desired site will be much easier due to the similarity in the URL.

See Chapter 5 for details on developing the GACC website using the standardized GACC website template.

3.2 GENERAL ROLES AND RESPONSIBILITIES

A. National GACC Website Committee (NGWC)

- 1) Will develop the initial national main page and subsequent second-tier pages.
- 2) Will develop the basic template which standardizes all GACC websites.
- 3) Will work with the centralized server manager to set up a file structure system (i.e. directory) for those GACC sites hosted on the server.
- 4) Will assist any GACC in developing their site using the established template.
- 5) Will meet annually to review and discuss GACC sites with the purpose of improving the national GACC website system.

B. Geographic Area Coordination Center (GACC)

- 1) Will subscribe to the basic template designed by the National GACC Website Committee.
- 2) Will be responsible for development of their site either within the GACC office, through a local computer specialist, or commercial contract. All development and maintenance costs will be borne by the GACC.
- 3) Will host their site on a centralized server or a local agency server.
- 4) Will be responsible for the maintenance of the GACC site. This will include monitoring for broken links, ensuring the site meets Section 508 compliance, and replacing any missing files or graphics.
- 5) Will acquire the appropriate Secure-Socket File Transfer Protocol (FTP) software in order to transfer files between the development site and host server.
- 6) Will inform the National GACC Website Committee of the primary lead or contact person on website issues related to the GACC site.
- 7) Will inform the National GACC Website Committee of any issues of concern related to the template or suggestions on how to make GACC websites run more efficiently.

C. Centralized Host Server Manager

- 1) Will configure the centralized server for hosting the national website and each GACC website.
- 2) Will work with NGWC in establishing a well designed file structure for GACC FTP procedures.
- 3) Will provide the NGWC with any direction on how the centralized server will work, including any downtime, changes, etc.
- 4) Will provided the NGWC for further dissemination any direction on the use of different file types, including cgi-bin, PHP, database programs, etc.

3.3 IMPLEMENTATION TIMELINE

The National GACC Website Committee has been working on development of the National GACC web system for the past two year period. It is anticipated that it will take an additional two years before all GACC's are up to speed and using the same template.

2003

- Creation of a Task Group
- Initialize meetings
- Obtain URL
- Obtain Host Server

2004

- Keep National Coordinators and NPSG informed of progress
- Develop implementation Guidelines
- Create initial national website template
- Create initial GACC website template

2005

- Distribute implementation guide and template by March 15
- Prepare FAMWEB server for hosting the national and each GACC website by April 4
- Post National Website on server by April 14
- Begin posting GACC websites by May 2
- Host NGWC meeting in October/November prior to National Predictive Services meeting

2006

- Follow-up with any new or remaining changes to GACC sites

4. DEVELOPMENT OF THE NATIONAL GACC WEBSITE

As stated above, the national GACC website will be located via the URL <http://gacc.nifc.gov> and consist of two primary tiers, the welcome page and any subsequent site pages. It will be developed and maintained by the National GACC Website Committee and hosted on a centralized host server (i.e. USDA FAMWEB server, see Section 6). The site will consist of three tiers.

- **Tier-One** will be the Welcome page
- **Tier-Two** will be pages that are linked from the Welcome page that pertain to the national site. Links to GACC websites will be considered external links from the national site.

Additional folders may be hosted on the national site, but will not have a direct link from the Welcome page. Examples of these folders could be training, NGWC, etc.

For those GACC sites not hosted on the centralized server, a 3-second auto-forward page will be inserted under the national GACC website to indicate the site is outside of the <http://gacc.nifc.gov/> domain.

The National site will be operational on April 14, 2005.

See Appendix 3 for an example of the Welcome page for the National GACC website portal.

4.1 TIER ONE

The main page of the National GACC website will be called the Welcome page and is considered the tier-one page of the site. This page will serve as the primary portal or entry point to all GACC websites and any subsequent additional national pages as determined by the NGWC. Links to GACC websites from the welcome page will not be considered going to a second tier.

The Welcome page will consist of:

- I. General information about the purpose of the site
- II. A clickable map and links to each GACC website
- III. A link to the National Interagency Coordination Center Website
- IV. Links to second-tier pages on the gacc.nifc.gov site (i.e. About GACCS, Site Disclaimer, Privacy, Contact Us, and Related Links)
- V. Clickable logos to national websites for each of the cooperating organizations in incident management
- VI. Clickable graphic to First Gov, the national government website

4.2 TIER TWO

Tier-two pages are the pages linked from the Welcome Page that relate to the national website and offer additional information about the national site and organization. Links to GACC websites will not be considered Tier Two pages.

In the initial development phase for the national site, the following tier two pages will be:

- **About GACCs**
This page will describe the purpose of GACCS, how they are created, and how they work together nationally in wildland fire and all-risk operations.
- **Site Disclaimer**
This page will state how the information on the site can be used. It will detail that the site is not a 'real-time' website, how and when information is posted, and that links to other websites are not necessarily endorsed by the management of the site.
- **Privacy**
This page will state how any information collected will be handled and that this site uses of no cookies.
- **Contact Us**
This page will provide a method for contacting the website manager to report broken links, provide general information on GACCS, etc.
- **Related Links**
This page will provide links to any national programs related to fire management (i.e. NWCG, Agency Fire Management, 6 Minutes for Safety, etc).

4.3 SITE MAINTENANCE

Maintenance of the national GACC website will be completed by the NGWC. Each year prior to October 1 at its annual meeting, the NGWC will review the main page and subsequent tier-two pages to ensure they are up-to-date and working properly. Any additional pages will be developed at that time.

4.4 ACCESSIBILITY REQUIREMENTS

The National website will meet Section 508 Accessibility compliance requirements. See Appendix 2.

5. DEVELOPMENT OF THE STANDARDIZED GEOGRAPHIC AREA COORDINATION CENTER (GACC) WEBSITE

In developing the general GACC website standardization template, it is important to remember that it is the visitor that the site is designed for. If the template is difficult to follow, colors are exasperating, or links don't make sense to the user, then the developer has turned off the visitor and has wasted a lot of time for the developer and the visitor. With this in mind, a lot of discussion revolved around which pages need to follow the template and which pages do not, who should decide on colors for the site, and what works best for the visitor.

In the end, the NGWC believes it has developed:

- A basic, simplified website template which consists of three tiers and will get the visitor to their desired product, no matter which GACC they are visiting.
 - **Tier-One**, the Welcome page
 - **Tier-Two**, any website page linked from the Welcome page
 - **Tier-Three**, the product or an external link page

The current template is being hosted by the Southwest Area on their website at:

http://www.fs.fed.us/r3/fire/national_web/gacc_final

The initial date established by the NGWC to move to the new GACC standardized template is set for May 2, 2005. However, it is understood that not all GACCs will have their new template ready and in place by this date. Therefore, each GACC is requested to have their new site up-and-running as soon as possible after this date, but no later than July 1, 2005.

In the time period between receipt of these implementation guides and the date of installation of the new GACC website, it is important to post information on your current site to inform visitors that the site will be going to a new design, and in some cases will be changing its URL. A statement similar, but not limited to, the following may be used:

“On ____ (date) ____, the ____ (your GACC name) ____ website will be changing its current design to match-up with the GACC national standardized website template. In addition, the URL (i.e. web address) will be changing at the same time to ____ (enter new GACC address if moving to FAMWEB server) _____. We believe, over time, the new standardized GACC template will help you to better find the product(s) on our site and to make it much easier for finding a similar product(s) when visiting another GACC website. Thank you. ____ (enter your GACC name) ____.”

5.1 GACC RESPONSIBILITY REVIEW

Before working on development of the your new GACC website, it is important that the GACC understand the general roles and responsibilities as listed in Chapter III, Section

B. They are very important in getting everyone working on the same page and keeping us working together to make each site work for our users.

A review of the roles and responsibilities include: (1) to subscribe to the basic template designed by the National GACC Website Committee, (2) responsible for development of their site, (3) choose to host site on the FAMWEB server or a local agency server, (4) is responsible for the maintenance of the GACC site, especially for 508 compliance, (5) acquisition of appropriate Secure-Socket File Transfer Protocol (FTP) software, (6) inform the National GACC Website Committee of the GACC primary lead or contact person, and (7) keep the NGWC of any issues of concern related to the template.

Of these roles and responsibilities, the first four need a little more explanation:

Number 1: To subscribe to the basic template...

The overall intent of this project is that in the end, all of the GACC sites have a similar look and feel to make it easier for visitors to find the product they are looking for no matter what GACC they are visiting. Therefore, adhering to the standardized template is essential.

Number 2: Responsible for development of their site...

This means the GACC will decide on who will actually do the work to build the new site using the template standards. The choice for the GACC is to use internal resources (i.e. a person on the GACC staff, a local computer specialist from the GACC or host agency, or a detailer) or external resources (i.e. contract with a local Web Development Service), and all costs associated with development will be borne by the GACC.

If done internally, a number of software packages (i.e. Macromedia Dreamweaver, MS-FrontPage, etc) are available to build the website. Macromedia Dreamweaver is the preferred software since it was the software used to build the current template and it offers the best means for developing a site that can be viewed in any browser. In addition, by using similar software, technical problems can be resolved much easier if working with the National GACC Website Committee and many other GACC web managers.

Number 3: Choose to host site on a centralized server or a local agency server...

This means GACCs will have the choice of hosting their site on a centralized server or an agency server. More information is available in Section 6 pertaining to hosting your site on the centralized server. The NGWC encourages all GACCs to consider hosting their site on the centralized server since this will eventually provide a single user domain or URL for all GACC sites.

Number 4: is responsible for the maintenance of the GACC site...

More than anything, this means that in the end the GACC site must adhere to the established Federal government standards for website accessibility. Specifics on Section 508 website accessibility standards are located in Appendix 2.

5.2 DOWNLOADING THE GACC TEMPLATE OR BUILDING THE SITE FROM SCRATCH

As stated, the GACC has the choice of downloading the current template files or building their site from scratch. Either way, it is important that you adhere to guidelines established by the NGWC and listed in sections A through D below, whether downloading the current files or building your site from scratch.

Downloading: The current downloadable template was built using Macromedia Dreamweaver. In designing the template, a baseline layout template (i.e., .dwt file in the Template folder) was initially designed, along with development of Cascading Style Sheets (i.e., .css file in CSS folder) and Library items (i.e., .lib files in Library folder). The template was built using Tables in order to distinguish the layout of the site, however, there is no requirement that states you must use the Tables format. If so desired, re-building the site using layers and/or CSS formatting is welcomed. The only requirement is the Tier-One and Tier-Two levels on the site must maintain the standardized look established by the NGWC.

There are a number of graphics in the images folder. The two primary graphics you'll need to work on are located across the top banner (i.e. banner1 and banner2). These two files were initially created using PaintShop Pro 8.0, which uses a layering format so items on the graphic can be individually moved, and saved as a .gif files. We've included .png files that can be opened using Macromedia Fireworks to manipulate the layers and insert information for your GACC.

Instructions for downloading the current template files and setting up a Macromedia Web on your PC or local server are included in Appendix 5. You will need to download all of the files from the FTP site, including the TEMPLATE, CSS, and LIBRARY folders.

Building from Scratch: If you are building the site from scratch, you might want to start by designing your own general template page. The purpose behind this is to allow you the opportunity to make changes on the template page rather than each individual page. When building the template page, you might also consider Cascading Style Sheets (CSS) and Library items. CSS will allow font faces, sizes, etc, to be the same throughout the site, and Library items are designed for those places where the information is the same on each page.

The following section describes the specific requirements for the GACC site. The first section (Section A) describes the site requirements, top and bottom banners, the left-side menu bar, and the content area. The second section (Section B) describes the overall purpose for each page on the site and types of information or links that may be inserted on each page. The third section (Section C) details GACC maintenance requirements for the website, and the fourth section (Section D) refers to Federal Government Accessibility Requirements for websites.

No matter what method the GACC uses for building their site, the Welcome page (Tier-One) and each linked page (Tier-Two) listed across the top banner and the down the left-side menu bar (except for Related Links – National) must follow the general template look. Tier-Three pages (i.e. product pages and/or external links) do not have to follow the template look. For a graphical view of the template that matches up with these written guidelines is included as Appendix 4.

A. TEMPLATE PAGE AND OVERALL SITE REQUIREMENTS

In order for all GACC websites to have a similar look, it is important that the overall GACC website follow the basic design standards listed below.

- COLOR SCHEME:** GACC chooses the overall color scheme for their site. However, colors must meet Section 508 Accessibility compliance standards for colorblindness.
- MARGINS:** Site will be left and top justified.
(Example: topmargin="0" leftmargin="0" marginheight="0" marginwidth="0")
- SCREEN:** The site will be designed using a width of 100% or fixed at 650 pixels
- FONT:** Arial, Verdana, or Helvetica
- PAGE TITLE:** Each page on the site must have an appropriate page title
(Example: NORTHERN ROCKIES >Predictive Services >Fuels/Fire Danger)
- STYLE SHEETS:** The use of Cascading Style Sheets (CSS) is allowed.
- META TAGS:** The use of Meta Tags is highly recommended in order for search engines to find the GACC site more easily.
- TIME/DATE:** The use of time or date stamps is optional.

B. TEMPLATE PAGE BANNERS

TOP BANNER (Graphics):

The top banner consists of two graphics.

(1) GACC Logo Graphic:

Clickable to HOME, Height=80 pixels, Width=optional, left margin

(2) Picture graphic:

GACC Choice, Height=80 pixels, Width=optional, right margin

These two graphics should look identical to the ones located on the GACC template.

TOP BANNER (Links):

This part of the banner is located directly below the two graphics. The background color is optional as long as the links are readable.

<u>LINKS</u>	<u>LINKS TO:</u>
National Home	(Link to http://gacc.nifc.gov)
GACC Home	(Link to Welcome page on the GACC site (i.e., http://gacc.nifc.gov/xxxx))
About Us	(Link to About Us page)
Site Disclaimer	(Link to Site Disclaimer page)
Site Map	(Links to Site Map page... optional)
Contact Us	(Links to Contact Us page)

BOTTOM BANNER: The bottom banner should include the same links the top banner displays. The GACC address section is optional.

C. TEMPLATE PAGE LEFT-SIDE MENU BAR

At the 2004 National Coordinators meeting, the Center Directors selected the following design for the left side menu bar. See the next section on Individual Page Details for specifics of each page.

INCIDENT INFORMATION

PREDICTIVE SERVICES

- Intelligence
- Weather
- Fuels/Fire Danger
- Outlooks

LOGISTICS/DISPATCH

- Aviation
- Crews
- Equipment
- Overhead

ADMINISTRATION

- (Your) Geographic Area Coordinating Group
- Policy and Reports
- Financial Management
- Safety Management
- Software Applications
- Training

RELATED LINKS

- Area
- National

D. TEMPLATE PAGE CONTENT AREA:

WELCOME PAGE

GACCs can use the content area of the Welcome page in any manner they choose. The primary intent of this page is to welcome visitors to your GACC site and give them basic information on what is offered on the site.

SECOND TIER PAGES

There's no established format for the content area of each second-tier page.

However, the Predictive Services and Intelligence folks have agreed to a standardized format for the pages listed under Predictive Services on the site. The group agreed to specific headers on the page where related links will be inserted below the headers.

An example of a second-tier page is displayed in Appendix 4.

5.3 DESCRIPTION OF INDIVIDUAL WEBSITE PAGES

The following is a basic description for each page of the GACC website. See Appendix 4 (page 2) for an example of a page with products and/or link titles under a header.

WELCOME

This is the opening page for the GACC website. On this page should describe the purpose of the site and its layout. It is highly recommended that a map be posted on this page or a thumbnail map that links to a larger map. In addition, logos for each agency within the geographic area should be posted.

ABOUT US

This page will describe the purpose of GACCS, how they are created, and how they work together nationally in wildland fire and all-risk operations. It should also provide information on the GACC staff, the Geographic Area Coordinating Group, and how dispatch/coordination operations work within the Area.

SITE DISCLAIMER

This page will state how the information on the site can be used. It will detail that the site is not a 'real-time' website, how and when information is posted, and that links to other websites are not necessarily endorsed by the owner of the site. This page will also state how any information collected will be handled and that the website does not use cookies.

SITE MAP

This is a one-stop shopping page for the GACC site. It will provide a link to all first through third-tier pages on the site. This page is optional for the GACC.

CONTACT US

This page provides, at minimum, the means for contacting the website manager and/or fire information staff.

INCIDENT INFORMATION

Some GACCS have a separate Incident Information staff that provides daily incident information to the general public and media via their website. If the GACC has this option, this link will be placed at the top of the left-side menu bar and will re-direct the visitor to these pages.

This page is optional for the GACC website.

PREDICTIVE SERVICES

This page describes the purpose of Predictive Services and how it is used at the GACC level. Links to each of the GACC Predictive Services page and the National Predictive Services Group website may be placed on this page.

If a product produced by the GACC does not fall under one of the headers, the link to the product should be placed at the bottom of the page below the standardized header area.

INTELLIGENCE

This page covers the Intelligence Operations at the GACC. The page should be broken down into the following headers:

SITUATION

RESOURCES

MAPS AND IMAGERY

YEAR-TO-DATE & HISTORICAL STATISTICS

WEATHER

This is the GACC (Fire) Weather operations page. The page will be broken down into the following headers:

CURRENT CONDITIONS

GACC PRODUCED

PRODUCTS

OBSERVATIONS

RAWS

SATELLITE/RADAR IMAGERY

NATIONAL WEATHER

SERVICE

LIGHTNING

SNOW / PRECIPITATION DATA

CLIMATOLOGY /

DROUGHT

SMOKE MONITORING

WEATHER MAPS

WEATHER FORECAST MODELS

OTHER

FUELS/FIRE DANGER

This is the GACC Fuels/Fire Danger operational page. The page will be broken down into the following headers:

NAT. FIRE DANGER RATING SYS.
CURRENT ERC CHARTS

NORMAL. DIFF. VEG. IN

WILDLAND FIRE ASSESSMENT SYSTEM
PROGRAM

FUEL MOISTURE

POCKET CARDS

OUTLOOKS

This is the GACC Outlooks operational page. This page will have links to the GACC weekly, monthly, and seasonal outlooks, fire behavior outlooks if available, and/or any other outlook products produced by the GACC.

FIRE WEATHER / FIRE
Your GACC Outlook
(Weekly, Monthly, Season)
List other GACC Outlooks

FIRE BEHAVIOR
Report | Map

OTHER

LOGISTICS / DISPATCH

The Logistics/Dispatch page, as well as the following, contains operational and administrative information pertaining to the page topic.

AVIATION

This page will contain information or links to Area or National Aviation websites, NOTAMS, Aviation Safety Alerts, Sunset/Sunrise Tables, etc.

CREWS

This page will contain information or links related to Type 1 and Type 2 crews, Smokejumper Report, etc.

EQUIPMENT

This page will contain information or links related to EERA's, Contracting, etc.

OVERHEAD

This page will contain information or links related to Incident Management Teams, etc.

ADMINISTRATIVE

The Administrative page(s), as well as the following, consists of information or links that assist units, dispatch centers, crews, teams, etc., in making their fire operations work on the local unit or on assignment. Generally speaking, these pages do not contain operational information produced by the Center. If a GACC chooses to have additional pages, they can be added after the bottom one listed on the template under Administrative.

(YOUR) GEOGRAPHIC AREA COORDINATING GROUP

Some GACCS maintain or have access to their Geographic Area Coordinating Group website. If available, this is the link to that website.

POLICY AND REPORTS

This page will contain information or links to Annual Fire Reports, National Fire Policy, Investigation Reports, Administrator Guides, etc.

FINANCIAL MANAGEMENT

This page will contain information or links to Administrative Pay Plans, Business Management, Hiring Processes, etc.

SAFETY MANAGEMENT

This page will contain information or links to Area and National Safety websites, Six Minutes to Safety, LCES, etc.

SOFTWARE APPLICATIONS

This page will contain information or links to Area and National fire-related Software Applications, WFSA, etc.

TRAINING

This page will contain information or links to Area and National Training websites, including NAFRI, ICQS, Work Capacity Testing, etc.

RELATED LINKS (Not a link)

These two links will allow visitors to go to other related areas on the Internet, either within the Geographic Area or Nationally.

AREA

This page will contain fire-related links to agencies, units, programs, etc., located within the Geographic Area.

NATIONAL

This page can be created by the GACC or placed as a link to the national website Related Links page. If linked to the national page, the GACCS will not have to maintain or update a list of national agencies and programs.

5.4 SITE MAINTENANCE

Maintenance of the GACC website will be the responsibility of the GACC.

5.5 ACCESSIBILITY REQUIREMENTS

All GACC websites must meet Section 508 compliance. See Appendix 2.

6. CENTRALIZED HOST SERVER GUIDELINES

The host server is the key to having a good presence for any website on the Internet. It must be reliable, available 24/7, and offer a number of different program capabilities for the webmaster to use (i.e. php, asp, html, flash, etc). When the NGWC was seeking information on the availability of a national server, it was looking at each of these, plus the elimination of agency firewalls, FTP capability, and available for uploads from GACCS on a 24-hour basis.

As it turned out, only one government server option was available that fit our interagency need. This was the FAMWEB server hosted by the National Information Technology Center (NITC) and USDA Forest Service. Although, this is a USDA Forest Service server, it is deemed an interagency fire server and does not have to follow any specific agency template.

There are several reasons why GACCs should consider hosting their website on the FAMWEB server:

1. Similar URL... making it easier for visitors to move from GACC to GACC.
2. Not required to follow a specific agency template... GACCs can create their own.
3. No agency firewall issues since server is not accessed via a specific agency network.
4. Server and web server manager are part of the wildland fire operations computer system... dedicated to fire and all-risk management.

6.1 USE OF FAMWEB SERVER

For those that choose to host their GACC website on the FAMWEB server, the IP Address is 199.134.225.213. The centralized server is physically located at the USDA National Information Technology Center (NITC) in Kansas City, Missouri.

Many folks are familiar with the FAMWEB site since it currently hosts several other applications used within the wildland fire community such as WIMS, Sit Report, 209 Program, and others. Dan Ervin, USFS Computer Specialist, is the manager and primary initial contact person for the server. Once the initial files have been established on the server, the GACC will direct any future problems or inquiries to the FAMWEB Helpdesk at 1-800-253-5559.

Once the GACC moves its site to the FAMWEB server, the GACC is requested to place an auto-forward page in the location of the old website Welcome page and any other pertinent pages on the site to let the visitor know the site has moved and what the new URL will be. On the auto-forward page, state the visitor is being auto-forwarded and that new bookmarks will need to be established.

The following section discusses specifics for those GACCs that will be hosting their site on the FAMWEB server.

6.1.1 **Firewalls**

The gacc.nifc.gov server is located in the DMZ network area at NITC. This server will be accessible through the internet by using the domain name of gacc.nifc.gov. Only the ports needed to perform the work done on this server will be open to the internet. Port 80 will be the standard production http port (web page access). Port 8080 will be the test port for http access also. This will change when a separate test/development set of servers are installed. Port 22 will be used for secure socket transfer of files between the web server and the web site managers. These are the only current ports available for use to access this server.

6.1.2 **CGI-BIN**

There will be a separate cgi-bin directory for the gacc.nifc.gov web site from the famweb.nwcg.gov server. For the initial setup only the accounts that have access to the document root directory will be able to post changes to the cgi-bin directory.

6.1.3 **FILE EXTENSIONS**

Standard extensions of .html, .htm will be the extensions used for any html formatted files. The initial Welcome page for each GACC site should be either index.html, index.htm, welcome.html, welcome.htm, default.html, default.htm. For server side include files, the extension will be .shtml. Other standard web hosting file extensions will also be available (i.e. .php, pl, jpg, .gif).

6.1.4 **FILE STRUCTURE**

The home directory for the gacc.nifc.gov web pages will be [/fsfiles/famweb/gacc](#). Each GACC will have its own directory under this directory identified by its four-letter GACC identifier. Only the accounts that have National Level access will be able to post pages to the home directory.

The “root” directory for the National Level accounts will be [/fsfiles/famweb/gacc](#), but will appear as “/” when connected through FTP. Each GACC level account will have it’s “root” directory identified as the GACC home directory.

For example, Alaska Geographic Coordination Center’s (AKCC) “root” directory will be [/fsfiles/famweb/gacc/akcc](#). When a GACC post files to the “/” directory, it will reside on the server in the [/fsfiles/famweb/gacc/akcc](#) directory. The Internet address for AKCC will be <http://gacc.nifc.gov/akcc>.

Four-letter identified GACC directory and Internet structure:

- [akcc](#) for Alaska
- [eacc](#) for Eastern
- [egbc](#) for Eastern Great Basin
- [nrcc](#) for Northern Rockies
- [nwcc](#) for Northwest
- [oncc](#) for Northern California
- [oscc](#) for Southern California

rmcc for Rocky Mountain
sacc for Southern
swcc for Southwest
wgbc for Western Great Basin

6.1.5 FILE TRANSFER PROTOCOL (FTP) PROCEDURES

The gacc.nifc.gov server will require the use of Secure Socket FTP or Secure Copy Protocol (SCP) to post new files on the web server. This process will also require the use of a public/private key to allow accessing the server. Each user requiring publishing access to the gacc.nifc.gov servers will be assigned their own user account and will only have FTP/SCP access to the server.

Any FTP software that supports Secure Socket transfers and supports SSH2 protocol can be used to transfer files from the GACC to the FAMWEB server. Software that has been tested so far known to work is WinSCP3 and SecureFX for the pc client. WinSCP3 is freeware that can be acquired via <http://teamforge.net/> and SecureFX can be downloaded via <http://www.vandyke.com> for \$59.95.

6.1.6 CONTACT NAMES

Each GACC that will be hosting their site on the FAMWEB server will need to provide the FAMWEB manager with the first and last name of each individual that will need access to the respective GACCs directory.

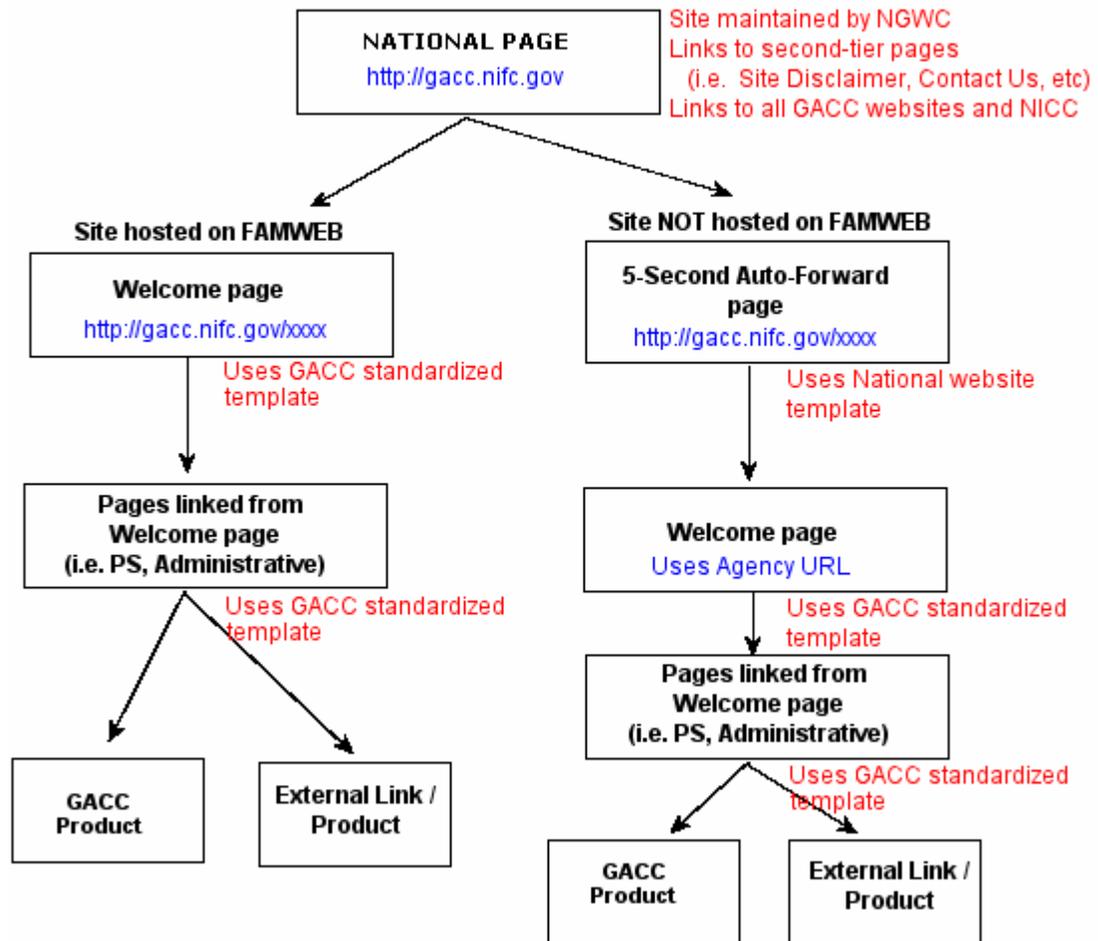
The NGWC will initially acquire these names via the contact person identified for each GACC by mid-April 2005.

If additional names are needed to be added after this initial request, the contact person for the GACC must make the request through the FAMWEB Helpdesk.

APPENDICES

APPENDIX 1

BASIC GACC WEB SYSTEM STRUCTURE



APPENDIX 2

(14 pages)

Section 508 Accessibility Standards

Web-based Intranet and Internet Information and Applications (1194.22)

Updated: June 21, 2001

These provisions of the standards provide the requirements that must be followed by Federal agencies when producing web pages. These provisions apply unless doing so would impose an undue burden.

The key to compliance with these provisions is adherence to the provisions. Many agencies have purchased assistive software to test their pages. This will produce a better understanding of how these devices interact with different coding techniques. However, it always should be kept in mind that assistive technologies, such as screen readers, are complex programs and take extensive experience to master. For this reason, a novice user may obtain inaccurate results that can easily lead to frustration and a belief that the page does not comply with the standards. For example, all screen reading programs use special key combinations to read properly coded tables. If the novice user of assistive technology is not aware of these commands, the tables will never read appropriately no matter how well the tables have been formatted. A web site will be in compliance with the 508 standards if it meets paragraphs (a) through (p) of Section 1194.22. Please note that the tips and techniques discussed in the document for complying with particular sections are not necessarily the only ways of providing compliance with 508. In many cases, they are techniques developed by the Board, the Department of Education, and the Department of Justice that have been tested by users with a wide variety of screen reader software. With the evolution of technology, other techniques may become available or even preferable.

(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).

What is meant by a text equivalent?

A text equivalent means adding words to represent the purpose of a non-text element. This provision requires that when an image indicates a navigational action such as "move to the next screen" or "go back to the top of the page," the image must be accompanied by actual text that states the purpose of the image. This provision also requires that when an image is used to represent page content, the image must have a text description accompanying it that explains the meaning of the image.

HTML Source Code: ``

<http://www.access-board.gov/>

How much information actually needs to be in the text equivalent?

The text information associated with a non-text element should, when possible, communicate the same information as its associated element. For example, when an image indicates an action, the action must be described in the text. The types of non-text elements requiring actual text descriptions are limited to those elements that provide information required for comprehension of content or those used to facilitate navigation. Web page authors often utilize transparent graphics for spacing. Adding a text description to these elements will produce unnecessary clutter for users of screen readers. For such graphics, an empty ALT attribute is useful.

Example of source code: ``

What is meant by the term, non-text element?

A non-text element is an image, graphic, audio clip, or other feature that conveys meaning through a picture or sound. Examples include buttons, check boxes, pictures and embedded or streaming audio or video.

HTML Source Code: ``

<http://www.access-board.gov/>

How should audio presentations be treated?

This provision requires that when audio presentations are available on a multimedia web page, the audio portion must be captioned. Audio is a non-textual element, so a text equivalent of the audio must be provided if the audio is part of a multimedia presentation. Multimedia includes both audio and video. If the presentation is audio only, a text transcript would meet this requirement.

What are ways of assigning text to elements?

There are several ways of providing textual information so that it can be recognized by assistive technology devices. For instance, the `` tag can accept an "alt" attribute that will enable a web designer to include text that describes the picture directly in the `` tag.

HTML source code: `

Similarly, the `<APPLET>` tag for Java applets also accepts an "alt" attribute, but it only works for browsers that provide support for Java. Often, users with slower internet connections will turn support for Java applets off. A better alternative for providing textual descriptions is to simply include the alternative text between opening and closing `<APPLET>` or `<OBJECT>` tags. For instance, if a web designer wanted to include an applet called MyCoolApplet in a web page, and also include a description that the applet shows a stock ticker displaying the current price of various stocks, the designer would use the following HTML coding for example:

```
<APPLET CODE="MyCoolApplet.class" WIDTH="200", HEIGHT="100">
```

This applet displays current stock prices for many popular stocks.

</APPLET>

Finally, yet another way of providing a textual description is to include it in the page in the surrounding context:

Below is a picture of me during my great vacation!

```
<p>  
<IMG src="pictureofme.jpg">
```

(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

What are considered equivalent alternatives?

Captioning for the audio portion and audio description of visual information of multimedia presentations are considered equivalent alternatives. This provision requires that when an audio portion of a multimedia production is captioned, as required in provision (a), the captioning must be synchronized with the audio. Synchronized captioning would be required so someone reading the captions could also watch the speaker and associate relevant body language with the speech.

If a website offers audio files with no video, do they have to be captioned?

No, because it is not multimedia. However, since audio is a non-text element, a text equivalent, such as a transcript, must be available. Similarly, a (silent) web slide show presentation does not need to have an audio description accompanying it, but does require text alternatives to be associated with the graphics.

If a Federal agency official delivers a live audio and video webcast speech, does it need to be captioned?

Yes, this would qualify as a multimedia presentation and would require the speech to be captioned.

Example:

National Endowment for the Humanities
www.neh.gov/media/scottcaptions.ram

National Center for Accessible Media (NCAM)
<http://main.wgbh.org/wgbh/access/dvs/lion.ram>

(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Why is this provision necessary?

When colors are used as the sole method for identifying screen elements or controls, persons who are color blind as well as those people who are blind or have low vision may find the web page unusable.

Does this mean that all pages have to be displayed in black and white?

No, this provision does not prohibit the use of color to enhance identification of important features. It does, however, require that some other method of identification, such as text labels, must be combined with the use of color. This provision addresses not only the problem of using color to indicate emphasized text, but also the use of color to indicate an action. For example, a web page that directs a user to "press the green button to start" should also identify the green button in some other fashion than simply by color.

Is there any way a page can be quickly checked to ensure compliance with this provision?

There are two simple ways of testing a web page to determine if this requirement is being met: by either viewing the page on a black and white monitor, or by printing it out on a black and white printer. Both methods will quickly show if the removal of color affects the usability of the page.

(d) Documents shall be organized so they are readable without requiring an associated style sheet.

What are the potential problems posed by style sheets?

Style sheets can enable users to define specific viewing preferences to accommodate their disability. For instance, users with low vision may create their own style sheet so that, regardless of what web pages they visit, all text is displayed in an extra large font with white characters on a black background. If designers set up their pages to override user-defined style sheets, people with disabilities may not be able to use those pages. For good access, therefore, it is critical that designers ensure that their web pages do not interfere with user-defined style sheets.

In general, the "safest" and most useful form of style sheets are "external" style sheets, in which the style rules are set up in a separate file. An example of an external style sheet is:

Example of source code: `<link rel=stylesheet type="text / css" href="section508.css">`

(e) Redundant text links shall be provided for each active region of a server-side image map.

How do "image maps" work?

An "image map" is a picture (often an actual map) on a web page that provides different "links" to other web pages, depending on where a user clicks on the image. There are two basic types of image maps: "client-side image maps" and "server-side image maps." With client-side image maps, each "active region" in a picture can be assigned its own "link" (called a URL or "Uniform Resource Locator") that specifies what web page to retrieve when a portion of the picture is selected. HTML allows each active region to have its own alternative text, just like a picture can have alternative text (see §1194.22(a)). By contrast, clicking on a location of a server-side image map only specifies the coordinates within the image when the mouse was depressed. The ultimate selection of the link or URL must be deciphered by the computer serving the web page.

Why is this provision necessary?

When a web page uses a server-side image map to present the user with a selection of options, browsers cannot indicate to the user the URL that will be followed when a region of the map is activated. Therefore, the redundant text link is necessary to provide access to the page for anyone not able to see or accurately click on the map.

(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Why do client-side image maps provide better accessibility?

Unlike server-side image maps, the client-side image map allow an author to assign text to each image map "hot spots." This feature means that someone using a screen reader can easily identify and activate regions of the map. An explanation of how these image maps are constructed will help clarify this issue.

Creating a basic client-side image map requires several steps:

- Identify an image for the map. First, an image must be used in a client-side image map. This image is identified using the tag. To identify it as a map, use the "usemap" attribute.
- Use the <MAP> tag to "areas" within the map . The <MAP> tag is a container tag that includes various <AREA> tags that are used to identify specific portions of the image.
- Use <AREA> tags to identify map regions . To identify regions within a map, simply use <AREA> tags within the <MAP> container tags. Making this client-side image map accessible is considerably easier to describe: simply include the "ALT" attribute and area description inside each <AREA> tag. The following HTML demonstrates how to make a client-side image map:

```

<map name="Map">
<area shape="rect" coords="0,2,64,19" href="general.html" alt="information about us" >
<area shape="rect" coords="65,2,166,20" href="jobs.html" alt="job opportunities" >
<area shape="rect" coords="167,2,212,19" href="faq.html" alt="Frequently Asked Questions" >
<area shape="rect" coords="214,2,318,21" href="location.html" alt="How to find us" >
<area shape="rect" coords="319,2,399,23" href="contact.html" alt="How to contact us" >
</map>
```

(g) Row and column headers shall be identified for data tables.

(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

Why are these two provisions necessary?

Paragraphs (g) and (h) permit the use of tables, but require that the tables be coded according to the rules of the markup language being used for creating tables. Large tables of data can be difficult to interpret if a person is using a non-visual means of accessing the web. Users of screen readers can easily get "lost" inside a table because it may be impossible to associate a

particular cell that a screen reader is reading with the corresponding column headings and row names. For instance, assume that a salary table includes the salaries for federal employees by grade and step. Each row in the table may represent a grade scale and each column may represent a step. Thus, finding the salary corresponding to a grade 9, step 5 may involve finding the cell in the ninth row and the fifth column. For a salary chart of 15 grade scales and 10 steps, the table will have at least 150 cells. Without a method to associate the headings with each cell, it is easy to imagine the difficulty a user of assistive technology may encounter with the table.

Section 1194.22 (g) and (h) state that when information is displayed in a table format, the information shall be laid out using appropriate table tags as opposed to using a preformatted table in association with the "<pre>" tag. Web authors are also required to use one of several methods to provide an association between a header and its related information.

How can HTML tables be made readable with assistive technology?

Using the "Scope" Attribute in Tables – Using the "scope" attribute is one of the most effective ways of making HTML compliant with these requirements. It is also the simplest method to implement. The scope attribute also works with some (but not all) assistive technology in tables that use "colspan" or "rowspan" attributes in table header or data cells.

Using the Scope Attribute – The first row of each table should include column headings. Typically, these column headings are inserted in <TH> tags, although <TD> tags can also be used. These tags at the top of each column should include the following attribute:

```
scope="col"
```

By doing this simple step, the text in that cell becomes associated with every cell in that column. Unlike using other approaches (notably "id" and "headers") there is no need to include special attributes in each cell of the table. Similarly, the first column of every table should include information identifying information about each row in the table. Each of the cells in that first column are created by either <TH> or <TD> tags. Include the following attribute in these cells:

```
scope="row"
```

By simply adding this attribute, the text in that cell becomes associated with every cell in that row. While this technique dramatically improves the usability of a web page, using the scope attribute does not appear to interfere in any way with browsers that do not support the attribute.

Example of source code – the following simple table summarizes the work schedule of three employees and demonstrates these principles.

```
<table>
<tr>
<th>&nbsp;</th>
<th scope="col" >Spring</th> <th scope="col" >Summer</th> <th scope="col" >Autumn</th>
<th scope="col" >Winter</th> </tr>
<tr> <td scope="row" >Betty</td> <td>9-5</td> <td>10-6</td> <td>8-4</td><td>7-3</td>
</tr>
<tr> <td scope="row" >Wilma</td> <td>10-6</td> <td>10-6</td> <td>9-5</td> <td>9-5</td>
</tr>
<tr> <td scope="row" >Fred</td> <td>10-6</td> <td>10-6</td> <td>10-6</td> <td>10-6</td>
</tr>
</table>
```

This table would be displayed as follows:

	Spring	Summer	Autumn	Winter
Betty	9-5	10-6	8-4	7-3
Wilma	10-6	10-6	9-5	9-5
Fred	10-6	10-6	10-6	10-6

The efficiency of using the scope attribute becomes more apparent in much larger tables. For instance, if an agency used a table with 20 rows and 20 columns, there would be 400 data cells in the table. To make this table comply with this provision without using the scope attribute would require special coding in all 400 data cells, plus the 40 header and row cells. By contrast, using the scope attribute would only require special attributes in the 40 header and row cells.

Using the "ID" and "Headers" Attributes in Tables

Unlike using the "scope" attribute, using the "id" and "headers" attributes requires that every data cell in a table include special attributes for association. Although its usefulness for accessibility may have been diminished as browsers provide support for the "scope" attribute, the "id" and "headers" attributes are still very useful and provide a practical means of providing access in smaller tables.

The following table is much more complicated than the previous example and demonstrates the use of the "id" and "headers" attributes and then the scope attribute. Both methods provide a means of complying with the requirements for data tables in web pages. The table in this example includes the work schedules for two employees. Each employee has a morning and afternoon work schedule that varies depending on whether the employee is working in the winter or summer months. The "summer" and "winter" columns each span two columns labeled "morning" and "afternoon." Therefore, in each cell identifying the work schedule, the user needs to be told the employee's name (Fred or Wilma), the season (Summer or Winter), and the shift (morning or afternoon).

```
<table>
<tr>
<th>&nbsp;</th>
<th colspan="2" id="winter" >Winter</th>
<th colspan="2" id="summer" >Summer</th>
</tr>
<tr>
<th>&nbsp;</th>
<th id="am1" >Morning</th>
<th id="pm1" >Afternoon</th>
<th id="am2" >Morning</th>
<th id="pm2" >Afternoon</th>
</tr>
<tr>
<td id="wilma" >Wilma</td>
<td headers="wilma am1 winter" >9-11</td>
<td headers="wilma pm1 winter" >12-6</td>
<td headers="wilma am2 summer" >7-11</td>
```

```

<td headers="wilma pm2 summer" >12-3</td>
</tr>
<tr>
<td id="fred" >Fred</td>
<td headers="fred am1 winter" >10-11</td>
<td headers="fred pm1 winter" >12-6</td>
<td headers="fred am2 summer" >9-11</td>
<td headers="fred pm2 summer" >12-5</td>
</tr>
</table>

```

This table would be displayed as follows:

	Winter		Summer	
	Morning	Afternoon	Morning	Afternoon
Wilma	9-11	12-6	7-11	12-3
Fred	10-11	12-6	9-11	12-5

Coding each cell of this table with "id" and "headers" attributes is much more complicated than using the "scope" attribute shown below:

```

<table>
<tr>
<th colspan="2">&nbsp;</th>
<th colspan="2" scope="col" >Winter</th>
<th colspan="2" scope="col" >Summer</th>
</tr>
<tr>
<th colspan="2">&nbsp;</th>
<th scope="col" >Morning</th>
<th scope="col" >Afternoon</th>
<th scope="col" >Morning</th>
<th scope="col" >Afternoon</th>
</tr>
<tr>
<td scope="row" >Wilma</td>
<td>9-11</td>
<td>12-6</td>
<td>7-11</td>
<td>12-3</td>
</tr>
<tr>
<td scope="row" >Fred</td>
<td>10-11</td>
<td>12-6</td>
<td>9-11</td>
<td>12-5</td>
</tr>
</table>

```

This table would be displayed as follows:

	Winter		Summer	
	Morning	Afternoon	Morning	Afternoon
Wilma	9-11	12-6	7-11	12-3
Fred	10-11	12-6	9-11	12-5

Is the summary attribute an option?

Although highly recommended by some webpage designers as a way of summarizing the contents of a table, the "summary" attribute of the TABLE tag is not sufficiently supported by major assistive technology manufacturers to warrant recommendation. Therefore, web developers who are interested in summarizing their tables should consider placing their descriptions either adjacent to their tables or in the body of the table, using such tags as the CAPTION tag. In no event should web developers use summarizing tables as an alternative to making the contents of their tables compliant as described above.

(i) Frames shall be titled with text that facilitates frame identification and navigation.

Why is this provision necessary?

Frames provide a means of visually dividing the computer screen into distinct areas that can be separately rewritten. Unfortunately, frames can also present difficulties for users with disabilities when those frames are not easily identifiable to assistive technology. For instance, a popular use of frames is to create "navigational bars" in a fixed position on the screen and have the content of the web site retrievable by activating one of those navigational buttons. The new content is displayed another area of the screen. Because the navigational bar doesn't change, it provides a stable "frame-of-reference" for users and makes navigation much easier. However, users with disabilities may become lost if the differences between the two frames are not clearly established.

What is the best method for identifying frames?

The most obvious way to accomplish this requirement is to include text within the body of each frame that clearly identifies the frame. For instance, in the case of the navigation bar, a web developer should consider putting words such as "Navigational Links" at the beginning of the contents of the frame to let all users know that the frame depicts navigational links. Providing titles like this at the top of the contents of each frame will satisfy these requirements. An additional measure that should be considered by agencies is to include meaningful text in the <frame> tag's "title" attribute. Although not currently supported by major manufacturers of assistive technology, the "title" attribute is part of the HTML 4.0 specification and was intended to let web developers include a description of the frame as a quote-enclosed string. Demonstrating the use of the "title" attribute requires a basic understanding of how frames are constructed. When frames are used in a web page, the first page that is loaded must include a <frameset> tag that encloses the basic layout of the frames on the page. Within the <frameset> tag, <frame> tags specify the name, initial contents, and appearance of each separate frame. Thus, the following example uses the "title" attribute to label one frame "Navigational Links Frame" and the second frame "Contents Frame."

```
<frameset cols="30%, 60%">
<frame src="navlinks.html" name="navlinks" title="Navigational Links Frame">
<frame src="geninfo.html" name="contents_page" title="Contents Frame">
</frame>
```

While assistive technology does not yet widely support the "title" attribute, we recommend including this attribute in web pages using frames.

Example: ADA Technical Assistance Program - The use of frames with "No Frames Link"
www.adata.org

(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

Why is this provision necessary?

This provision is necessary because some individuals with photosensitive epilepsy can have a seizure triggered by displays that flicker, flash, or blink, particularly if the flash has a high intensity and is within certain frequency ranges. The 2 Hz limit was chosen to be consistent with proposed revisions to the ADA Accessibility Guidelines which, in turn, are being harmonized with the International Code Council (ICC)/ANSI A117 standard, "Accessible and Usable Buildings and Facilities", ICC/ANSI A117.1-1998 which references a 2 Hz limit. An upper limit was identified at 55 Hz.

How can flashing or flickering elements be identified?

Flashing or flickering elements are usually added through technologies such as animated gif's, Java applets, or third-party plug-ins or applications. Java applets and third party plug-ins can be identified by the presence of <APPLET> or <OBJECT> tags. Animated gif's are images that download in a single file (like ordinary image files), but have content that changes over short periods of time. Like other images, however, they are usually incorporated through the use of the tag.

(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

What must a text-only page contain to comply with this provision?

Text-only pages must contain equivalent information or functionality as the primary pages. Also, the text-only page shall be updated whenever the primary page changes.

Example: Disability.gov displays a text only page on home page

HTML source code: <div ID="textonly"> <p>Text Only
</p></div>

Link: <http://www.disability.gov/>

(I) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

What accessibility problems can scripts cause?

Web page authors have a responsibility to provide script information in a fashion that can be read by assistive technology. When authors do not put functional text with a script, a screen reader will often read the content of the script itself in a meaningless jumble of numbers and letters. Although this jumble is text, it cannot be interpreted or used.

How can web developers comply with this provision?

Web developers working with JavaScript frequently use so-called JavaScript URL's as an easy way to invoke JavaScript functions. Typically, this technique is used as part of <a> anchor links. For instance, the following link invokes a JavaScript function called myFunction:

```
<a href="javascript:myFunction();">Start myFunction</a>
```

This technique does not cause accessibility problems for assistive technology. A more difficult problem occurs when developers use images inside of JavaScript URL's without providing meaningful information about the image or the effect of the anchor link. For instance, the following link also invokes the JavaScript function myFunction, but requires the user to click on an image instead of the text "Start myFunction":

```
<a href="javascript:myFunction();"></a>
```

This type of link, as written, presents tremendous accessibility problems, but those problems can easily be remedied. The tag, of course, supports the "alt" attribute that can also be used to describe the image and the effect of clicking on the link. Thus, the following revision remedies the accessibility problems created in the previous example:

```
<a href="javascript:myFunction();"></a>
```

Another technique advocated by some developers is to use the "title" attribute of the <a> tag. For instance, the following example includes a meaningful description in a "title" attribute:

```
<a title="this link starts myFunction" href="javascript:myFunction();"></a>
```

This tag is supported by some but not all assistive technologies. Therefore, while it is part of the HTML 4.0 specifications, authors should use the "alt" tag in the enclosed image.

Finally, the browser's status line (at the bottom of the screen) typically displays the URL of any links that the mouse is currently pointing towards. For instance, if clicking on an anchor link will send the user to <http://www.usdoj.gov>, that URL will be displayed in the status line if the user's mouse lingers on top of the anchor link. In the case of JavaScript URL's, the status line can become filled with meaningless snips of script. To prevent this effect, some web developers use special "event handlers" such as onmouseover and onmouseout to overwrite the contents of the

status line with a custom message. For instance, the following link will replace the content in the status line with a custom message "Nice Choice".

```
<a href="javascript:myFcn();" onmouseover="status='Nice Choice'; return true;"  
onmouseout="status=";"></a>
```

This text rewritten into the status line is difficult or impossible to detect with a screen reader. Although rewriting the status line did not interfere with the accessibility or inaccessibility of the JavaScript URL, web developers should ensure that all important information conveyed in the status line also be provided through the "alt" attribute, as described above.

JavaScript uses so-called "event handlers" as a trigger for certain actions or functions to occur. For instance, a web developer may embed a JavaScript function in a web page that automatically checks the content of a form for completeness or accuracy. An event handler associated with a "submit" button can be used to trigger the function before the form is actually submitted to the server for processing. The advantage for the government agency is that it saves government resources by not requiring the government's server to do the initial checking. The advantage for the computer user is that feedback about errors is almost instantaneous because the user is told about the error before the information is even submitted over the Internet.

Web developers must exercise some caution when deciding which event handlers to use in their web pages, because different screen readers provide different degrees of support for different event handlers. The following table includes recommendations for using many of the more popular event handlers:

- **onClick** – The **onClick** event handler is triggered when the user clicks once on a particular item. It is commonly used on links and button elements and, used in connection with these elements, it works well with screen readers. If clicking on the element associated with the **onClick** event handler triggers a function or performs some other action, developers should ensure that the context makes that fact clear to all users. Do not use the **onClick** event handlers for form elements that include several options (e.g. select lists, radio buttons, checkboxes) unless absolutely necessary.
- **onDbClick** – The **onDbClick** event handler is set off when the user clicks twice rapidly on the same element. In addition to the accessibility problems it creates, it is very confusing to users and should be avoided.
- **onMouseDown** and **onMouseUp** – The **onMouseDown** and **onMouseUp** event handlers each handle the two halves of clicking a mouse while over an element – the process of (a) clicking down on the mouse button and (b) then releasing the mouse button. Like **onDbClick**, this tag should be used sparingly, if at all, by web developers because it is quite confusing. In most cases, developers should opt for the **onClick** event handler instead of **onMouseDown**.
- **onMouseOver** and **onMouseOut** – These two event handlers are very popular on many web sites. For instance, so-called rollover gif's, which swap images on a web page when the mouse passes over an image, typically use both of these event handlers. These event handlers neither can be accessed by the mouse nor interfere with accessibility – a screen reader simply bypasses them entirely. Accordingly, web designers who use these event handlers should be careful to duplicate the information (if any) provided by these event handlers through other means.
- **onLoad** and **onUnload** – Both of these event handlers are used frequently to perform certain functions when a web page has either completed loading or when it unloads.

Because neither event handler is triggered by any user interaction with an element on the page, they do not present accessibility problems.

- **onChange** – This event handler is very commonly used for triggering JavaScript functions based on a selection from within a <select> tag. Surprisingly, it presents tremendous accessibility problems for many commonly used screen readers and should be avoided. Instead, web developers should use the **onClick** event handler (associated with a link or button that is adjacent to a <select> tag) to accomplish the same functions.
- **onBlur** and **onFocus** – These event handlers are not commonly used in web pages. While they don't necessarily present accessibility problems, their behavior is confusing enough to a web page visitor that they should be avoided.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

Why is this provision necessary?

While most web browsers can easily read HTML and display it to the user, several private companies have developed proprietary file formats for transmitting and displaying special content, such as multimedia or very precisely defined documents. Because these file formats are proprietary, web browsers cannot ordinarily display them. To make it possible for these files to be viewed by web browsers, add-on programs or "plug-ins" can be downloaded and installed on the user's computer that will make it possible for their web browsers to display or play the content of the files. This provision requires that web pages that provide content such as Real Audio or PDF (Adobe Acrobat's Portable Document Format) files also provide a link to a plug-in that will meet the software provisions. It is very common for a web page to provide links to needed plug-ins. For example, web pages containing Real Audio almost always have a link to a source for the necessary player. This provision places a responsibility on the web page author to know that a compliant application exists, before requiring a plug-in.

How can plug-ins and applets be detected?

Plug-ins can usually be detected by examining a page's HTML for the presence of an <OBJECT> tag. Some plug-in manufacturers, however, may require the use of proprietary tags. Like plug-ins, applets can also be identified by the presence of an <OBJECT> tag in the HTML source for a web page. Also, an <APPLET> tag may also signal the inclusion of an applet in a web page.

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

Why do electronic forms present difficulties to screen readers?

Currently, the interaction between form controls and screen readers can be unpredictable, depending upon the design of the page containing these controls. HTML forms pose accessibility problems when web developers separate a form element from its associated label or title. For instance, if an input box is intended for receiving a user's last name, the web

developer must be careful that the words "last name" (or some similar text) appear near that input box or are somehow associated with it. Although this may seem like an obvious requirement, it is extremely easy to violate because the visual proximity of a form element and its title offers no guarantee that a screen reader will associate the two or that this association will be obvious to a user of assistive technology.

The following form demonstrates these problems. Visually, this form is part of a table and each field is carefully placed in table cells adjacent to their corresponding labels (n.b. formatting forms with tables are by no means the only situation presenting the accessibility problems inherent in forms; tables merely illustrate the problem most clearly).

While the relationship between the titles "First Name" or "Last Name" and their respective input boxes may be obvious from visual inspection, the relationship is not obvious to a screen reader. Instead, a screen reader may simply announce "input box" when encountering each input box. The reason for these difficulties is revealed from inspecting the HTML source for this table. The following code is a simplified version of this table.

```
<FORM>
<TABLE>
<TR>
<TD><B>FIRST NAME: </B></TD>
<TD><INPUT TYPE="TEXT" NAME="FIRSTNAME"> </TD>
</TR>
<TR>
<TD><B>LAST NAME: </B></TD>
<TD><INPUT TYPE="TEXT" NAME="LASTNAME"> </TD>
</TR>
</TABLE>
<P>
<INPUT TYPE="SUBMIT" VALUE="SUBMIT">
</FORM>
```

The two pairs of form elements are indicated in bold above. The problem created by laying out form elements inside of this table is now clear – the form elements are separated from their labels by the formatting instructions for the table.

How can developers provide accessible HTML forms?

The first rule of thumb is to place labels adjacent to input fields, not in separate cells of a table. For the web developer who does not wish to place form elements immediately adjacent to their corresponding titles, the HTML 4.0 specification includes the <LABEL> tag that lets web developers mark specific elements as "labels" and then associate a form element with that label. There are generally two ways to use the label tag: explicit labels and implicit labels.

“Explicit Labels” Work Well

Experience has shown that explicit labeling works extremely well with all popular assistive technology and are recommended in all but the very simplest of tables. We recommend that all agencies ensure that their web developers are familiar with these important concepts. Using "explicit" labels involves two distinct steps:

- Use the <LABEL> Tag and Associated "FOR" Attribute to Tag Labels. In other words, identify the exact words that you want to use as the label for the form element and enclose those words in a <LABEL> tag. Use the "FOR" attribute to uniquely identify that element.
- Use the "ID" Attribute in the Associated Form Element. Every form element supports the "ID" attribute. By setting this attribute to the identifier used in the "FOR" attribute of the associated <LABEL> tag, you "tie" that form element to its associated label. For instance, we have rewritten the HTML code for our simple form-inside-a-table to include explicit labels below. The new HTML code for the explicit labels is indicated in bold:

```

<FORM>
<TABLE>
<TR>
<TD><B><LABEL FOR="first"> FIRST NAME:</LABEL> </B></TD>
<TD><INPUT TYPE="TEXT" NAME="FIRSTNAME" ID="first" ></TD>
</TR>
<TR>
<TD><B><LABEL FOR="last"> LAST NAME:</LABEL> </B></TD>
<TD><INPUT TYPE="TEXT" NAME="LASTNAME" ID="last" ></TD>
</TR>
</TABLE>
<P>
<INPUT TYPE="SUBMIT" VALUE="SUBMIT">
</FORM>

```

In a nutshell, that's all there is to making HTML form elements accessible to assistive technology. Experience has shown that this technique works extremely well in much more complicated and convoluted forms and it should work well in all agency HTML forms.

Avoid Using "Implicit Labels"

In "implicit" labels, the form element and its associated label are contained within an opening <LABEL> tag and a closing </LABEL> tag. For instance, in the table above, an implicit label to associate the words "First Name" with its associated input cell, we could use an implicit label as follows:

```

<LABEL >
<TR>
<TD><B>FIRST NAME:</B></TD>
<TD><INPUT TYPE="TEXT" NAME="FIRSTNAME"></TD>
</TR>
</LABEL >

```

Experience has shown that implicit labeling should be avoided for two reasons. First, implicit labeling is not reliably supported by many screen readers and, in particular, does not work well if explicit labels are simultaneously used anywhere on the same web page. Often, the output can be wildly inaccurate and confusing. Second, if any text separates a label from its associated form element, an implicit label becomes impractical and confusing because the label itself is no longer easily identified with the form element.

(o) A method shall be provided that permits users to skip repetitive navigation links.

Why do navigational links present impediments to screen readers and other types of assistive technologies?

This provision provides a method to facilitate the easy tracking of page content that provides users of assistive technology the option to skip repetitive navigation links. Web developers routinely place a host of routine navigational links at a standard location – often across the top, bottom, or side of a page. If a nondisabled user returns to a web page and knows that he or she wants to view the contents of that particular page instead of selecting a navigation link to go to another page, he or she may simply look past the links and begin reading wherever the desired text is located. For those who use screen readers or other types of assistive technologies, however, it can be a tedious and time-consuming chore to wait for the assistive technology to work through and announce each of the standard navigational links before getting to the intended location. In order to alleviate this problem, the section 508 rule requires that when repetitive navigational links are used, there must be a mechanism for users to skip repetitive navigational links.

Example: USDA Target Center and DOL websites use the Skip Repetitive Navigational Links.

<http://www.usda.gov/oo/target>

<http://www.dol.gov/odep/welcome.html>

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Why do timed responses present problems to web users with disabilities?

Web pages can be designed with scripts so that the web page disappears or "expires" if a response is not received within a specified amount of time. Sometimes, this technique is used for security reasons or to reduce the demands on the computer serving the web pages. Someone's disability can have a direct impact on the speed with which he or she can read, move around, or fill in a web form. For instance, someone with extremely low vision may be a slower-than-average reader. A page may "time out" before he is able to finish reading it. Many forms, when they "time out" automatically, also delete whatever data has been entered. The result is that someone with a disability who is slow to enter data cannot complete the form. For this reason, when a timed response is required, the user shall be alerted via a prompt and given sufficient time to indicate whether additional time is needed.

Example: Thrift Savings Plan

www.tsp.gov

APPENDIX 3

(Page 1 of 3)

National Website Tier 1



**Geographic Area
Coordination Centers**



Welcome to the National Website for
Geographic Area Coordination Centers

The **National** website is your portal to Geographic Area Coordination Center (GACC) websites throughout the United States and Alaska. Each GACC website is designed to provide the wildland fire community within their respective Geographic Area the latest Predictive Services, Logistics, and Administrative information available that will assist them in making on-the-ground firefighting and fire management decisions. The public is welcome to view the individual websites, but must understand that the sites are not designed with the general public as the primary target group. Some sites will offer an Incident Information page, where specific incident information is available. Otherwise, please visit the [National Wildland Fire Information](#) or [National Fire News](#) websites.

WHAT GACC DO YOU WANT TO VISIT TODAY?



- [Alaska \(AKCC\)](#)
- [California - North \(ONCC\)](#)
- [California - South \(OSCC\)](#)
- [Eastern \(EACC\)](#)
- [Eastern Great Basin \(EGBC\)](#)
- [Northern Rockies \(NRCC\)](#)
- [Northwest \(NWCC\)](#)
- [Rocky Mountain \(RMCC\)](#)
- [Southern \(SACC\)](#)
- [Southwest \(SWCC\)](#)
- [Western Great Basin \(WGBC\)](#)

[National Coordination Center \(NICC\)](#)

[home](#) | [about us](#) | [disclaimer](#) | [contact us](#) | [related links](#)

This site is maintained by the [National GACC Website Committee](#), a subcommittee of the [National Predictive Services Group](#).

APPENDIX 3

(Page 2 of 3)

National Website Tier 2 Example

GACC
nifc.gov
Geographic Area
Coordination Centers

DISCLAIMER

Disclaimers and Important Notices Regarding this Website

Disclaimer of Liability
This is a United States Government web site produced and maintained by the National Predictive Services Group (NPSG). Information presented on this web site is public domain and may be distributed or copied freely. Use of appropriate byline, photo or image credits is requested. While the NPSG makes every effort to ensure the accuracy and completeness of information found on this web site, neither the United States Government nor any of its employees, including members of the NPSG, makes any warranty, expressed or implied, or assumes any legal liability for the accuracy, reliability or completeness of the information, apparatus, product or process disclosed, or represents that its use would not infringe on privately owned rights.

Disclaimer for External Links
The appearance of external hyperlinks is provided with the intent of meeting the mission of the NPSG. It does not constitute an endorsement by the United States Government nor any of its employees, including members of the NPSG, of the linked web sites or of the information, products or services contained therein. Unless otherwise specified, neither the United States Government nor any of its employees, including members of the NPSG, exercise any editorial control over the information that may be found on these external sites. Please let the NPSG know of any external links you believe are inappropriate or about specific additional items you believe should be included on this web site.

Disclaimer of Non-endorsement
Reference herein to any specific commercial products, processes or services by trade name, trademark, manufacturer or otherwise does not necessarily constitute or imply its endorsement, recommendation or favoring by the United States Government or its employees, including members of the NPSG. Views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government, and shall not be used for advertising or product endorsement purposes.

Security Notice
For site security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage. Unauthorized attempts to upload information or change information on this web site are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

Except for authorized law enforcement investigations, no other attempts will be made to identify individual users or their usage habits. Raw data logs are used for no other purposes and are scheduled for regular destruction in accordance with National Archives and Records Administration General Schedule 20.

[Privacy Statement](#)

[home](#) | [about us](#) | [disclaimer](#) | [contact us](#) | [related links](#)

This site is maintained by the [National GACC Website Committee](#), a subcommittee of the [National Predictive Services Group](#).

First Gov
FIRST GOVERNMENT OPERATIONS

APPENDIX 3

(Page 3 of 3)

National Website Auto-Forward Example

The screenshot shows a vertical sidebar on the left with the GACC logo and a list of partner agencies: Association of State Foresters, Bureau of Indian Affairs, Bureau of Land Management, National Park Service, U.S. Fish & Wildlife Service, and U.S. Forest Service. The main content area displays the title "Alaska Coordination Center", a notice that the site is not hosted on gacc.nifc.gov, a 5-second auto-forward timer, and a link to "Click here to go there now." Below the content is a horizontal navigation bar with links for home, about us, disclaimer, contact us, and related links. At the bottom of the main content area, a note states the site is maintained by the National GACC Website Committee, a subcommittee of the National Predictive Services Group.

GACC
.nifc.gov
Geographic Area
Coordination Centers

Alaska Coordination Center

This website is not hosted on the gacc.nifc.gov website.

You will be auto-forwarded in 5 seconds

or

[Click here to go there now.](#)

[home](#) | [about us](#) | [disclaimer](#) | [contact us](#) | [related links](#)

This site is maintained by the [National GACC Website Committee](#), a subcommittee of the [National Predictive Services Group](#).

First Gov
The First in Public Safety & Disaster Response

APPENDIX 4

(Page 1 of 2)

GACC Website Template Tier 1 Example

An Interagency Incident Support Website

GACC Geographic Area Coordination Center

Mobilizing Incident Resources Throughout the Geographic Area

National | GACC Home | About Us | Site Disclaimer | Site Map | Contact Us

INCIDENT INFORMATION

PREDICTIVE SERVICES

- Intelligence
- Weather
- Fuels/Fire Danger
- Outlooks

LOGISTICS / DISPATCH

- Aviation
- Crews
- Equipment/Supplies
- Overhead

ADMINISTRATIVE

- Geographic Area Coordinating Group
- Policy and Reports
- Incident Business Management
- Safety Management
- Software Applications
- Training

RELATED LINKS

- National
- Area

WELCOME TO THE GEOGRAPHIC AREA COORDINATION CENTER

(EXAMPLE OF CONTENT AREA ONLY)

The **Geographic Area Coordination Center (GACC)** is the focal point for coordinating the mobilization of resources for wildland fire and other incidents throughout the Geographic Area. Located in Anywhere, USA, the Center also provides Intelligence and Predictive Services related-products designed to be use by the internal wildland fire community for purposes of wildland fire and incident management decision-making

There are five primary components to the GACC website. The **Incident Information** page is designed to provide the general public with daily updates on large fires, fire restrictions, and other activity throughout the Geographic Area. The **Predictive Services** component provides the operational products produced by the GACC and links to outside operational activities. The **Logistics/Dispatch** component provides operational and administrative links to the four functional mobilization desks located in the Center. The **Administrative** component is designed to provide the tools, background information, and links that will make Fire and Incident Operations work. And, the **Related Links** components provides Area and National links to other related websites.

To learn more about the Geographic Area Coordination Center and Geographic Area, click on [ABOUT US](#).

(Provide a map on the Welcome page which shows the GeoArea.)

COOPERATING FEDERAL AND STATE AGENCIES IN THE GEOGRAPHIC AREA

(Provide logos and links to all cooperators within the GeoArea.)

home | about | disclaimer | site map | contact us

Geographic Area Coordination Center
111 Look to the East Blvd., Big City, USA 192004

FirstGov
Your first click to the Federal Government

APPENDIX 4

(Page 2 of 2)

GACC Website Template Tier 2 Example

An Interagency Incident Support Website
GACC Geographic Area Coordination Center
Mobilizing Incident Resources Throughout the Geographic Area

National | GACC Home | About Us | Site Disclaimer | Site Map | Contact Us

INCIDENT INFORMATION

PREDICTIVE SERVICES

- Intelligence
- Weather
- Fuels/Fire Danger
- Outlooks

LOGISTICS / DISPATCH

- Aviation
- Crews
- Equipment/Supplies
- Overhead

ADMINISTRATIVE

- Geographic Area Coordinating Group
- Policy and Reports
- Incident Business Management
- Safety Management
- Software Applications
- Training

RELATED LINKS

- National
- Area

FUELS / FIRE DANGER

NATIONAL FIRE DANGER RATING SYSTEM (NFDRS)

- Daily Observations
- 24-Hour Forecast
- CURRENT ERC Charts**
 - Areawide | By Station
 - Projected ERC Charts
 - Areawide | By Station
- Units Reporting High-Extreme
- Canadian Forest Fire Danger Rating System

WILDLAND FIRE ASSESSMENT SYSTEM (WFAS)

Main Page

- Observed Fire Danger
- Forecast Fire Danger
- Relative Humidity
- 24-Hour Rain Totals
- Dew Point Levels
- Haines Index
- Ignition Potential

Fuel Moisture

- 1000-Hour FM
- Experimental Live Fuel Moisture
- Relative Greenness
- Departure - Avg Greenness
- Archived Maps

NORMALIZED DIFFERENCE VEGETATION INDEX (NDVI)

- Departure from Average Greenness
- Relative Greenness
- USGS Vegetation Mapping

FUEL MOISTURE PROGRAM

- Report By Unit
- YTD Graphs By Unit
- Report By Species
- Individual Site YTD Readings
- Individual Site Location Map

Administrative

- Ops Guide - Standard Methods and Procedures
- Site Description Form
- Collection Dates
- Data Input Form

POCKET CARDS

- National
- Area

home | about | disclaimer | site map | contact us

Geographic Area Coordination Center
111 Look to the East Blvd., Big City, USA 192004

FirstGov
Your first click to the Federal Government

APPENDIX 5

PROCEDURES FOR DOWNLOADING TEMPLATE FILES AND USING MACROMEDIA DREAMWEAVER

DOWNLOADING TEMPLATE FILES

1. Before downloading the GACC template files, determine where you want your web to reside on you local computer or network.
2. Name the folder (.i.e. webfiles, gacc_webfiles, whatever you want)
3. Using a FTP program or the Internet, download all of the files and folders for the GACC template at:

ftp://ftp2.fs.fed.us/incoming/wo_fam/NPSG/gacc_website_template/

4. If you have problems or questions about downloading the template files, contact Jay Ellington, Southwest Coordination Center, 505-842-3874.

USING MACROMEDIA DREAMWEAVER TO CREATE LOCAL WEB

1. Once you've downloaded the template files, open Macromedia Dreamweaver.
2. Across the top click on "Site" and then "Manage Sites..."
3. Click on "New," then "Site."
4. You'll get a pop-up window called "Site Definition for Unnamed Site 1."
5. Click the "Advanced" tab.
6. Highlight "Local Info."
7. Enter a name for your site (i.e. Our GACC website, etc)
8. Browse to the location on you local computer or network where the root folder are located that were downloaded.
9. Browse to the location in the root folder where the images for your site will be located.
10. Enter in the HTTP Address the URL where your site will reside on the Internet (i.e. <http://gacc.nifc.gov/xxxx> or agency server)
11. Make sure there is a check to "Enable cache."
12. Remaining information on this page can be completed later once you've established your host location. NGWC will provide additional information on this later.
13. Click "OK."
14. You are now ready to work on your GACC website template.
15. Good Luck.

16. If you have problems or questions about setting up the template files using Dreamweaver, contact Ed Delgado at East Great Basin Coordination Center, 801-531-5320.

APPENDIX 6

UPLOADING THE GACC WEBSITE TO THE NATIONAL SERVER

The process chosen by the host web server for moving and removing files for the new GACC websites is WebDAV. WebDAV stands for “Web-based Distributed Authoring and Versioning” and was chosen over the use of a specific FTP program.

Why WebDAV?

- Using FTP requires that you open additional ports on the perimeter firewall, and this can increase the attack surface of your network and make it more susceptible to penetration by attackers. This is obviously undesirable from the perspective of keeping a network secure.
- FTP has no file locking mechanism, so it’s possible for two users to upload different versions of the same file simultaneously causing one to be overwritten. This can mean lost time troubleshooting why an uploaded file is different from what you expect.
- The FTP approach means you have to edit your content locally on the client. In other words, to edit a page already on the web server you would have to download it to the client, edit it there, and then upload it again to the web server. This is a time-consuming and inefficient approach to managing content.

Thus,

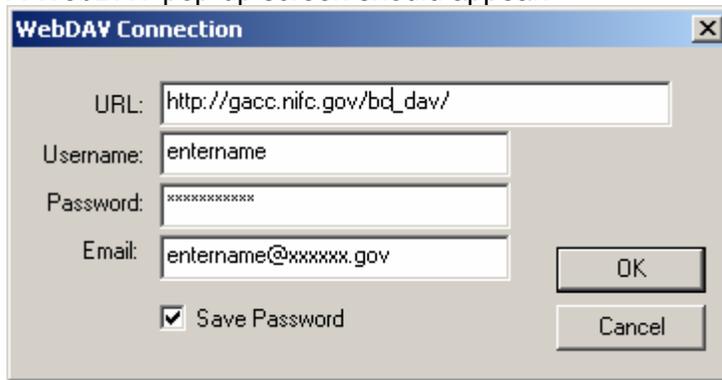
- WebDAV uses port 80, the same port used by HTTP for web access. So using WebDAV means extra ports on the firewall are not open.
- WebDAV lets only one user modify a file at a time, while allowing multiple users to read it. This allows files to be locked while they are being edited, preventing unexpected changes from occurring.
- WebDAV lets you edit files on the server instead of needing to download them first to the client. Editing files remotely using WebDAV is as easy as if they were locally present, and the whole process is transparent to the content producer.

In general, WebDAV is a set of extensions to the HTTP protocol which allows users to collaboratively edit and manage files on remote web servers.

SETTING UP WebDAV in DREAMWEAVER

1. In Dreamweaver, go to “SITE,” across the top menu bar and select “Manage Sites.”
2. In the pop-up screen that follows, select the proper “Site Name,” then EDIT.
3. On the Site Definition pop-up screen, select “Remote Info.”
4. Click on the drop-down menu and choose “WebDAV.”
5. Click on “Settings” located next to WebDAV.

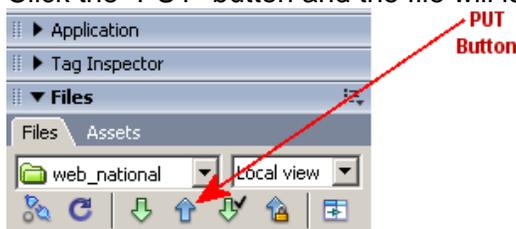
6. A WebDAV pop-up screen should appear.



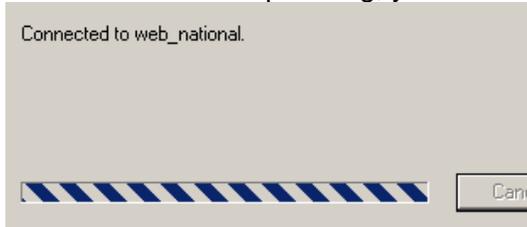
7. In the URL, insert "http://gacc.nifc.gov/xx_dav/"
8. The " xx " is provided for your GACC (i.e. sw = Southwest, egb=East Great Basin).
9. In Username, insert your provided User ID.
10. In Password, insert your provided Password.
11. In the Email block, insert your e-mail address.
12. Enable "Save Password."
13. Click "O.K."
14. Now try to upload your "index.htm" file.
15. If this works, upload the remainder of your site.
16. You may encounter some communication errors. If this happens keep trying. It seems some errors do occur when uploading the initial files and folders.
17. If you want to test your site on the Internet before going production, insert in the URL "http://gacc.nifc.gov:8080/xx_dav. To view online at this point, enter http://gacc.nifc.gov:8080/ in your browser. Once you're ready to go to production, simply remove the ":8080 ."
18. Make sure your main home (or welcome) page is an "index.htm" file. This way, when you go production, it will overwrite the auto-forward page currently located on the GACC National page.
19. Keep your current site operational until you're new site is operational and uploaded to your satisfaction. It might even be worthwhile that you maintain both sites simultaneously for a 30-day period or so. Manage it in such a way that your visitors know what is happening.

UPLOADING FILES FROM DREAMWEAVER

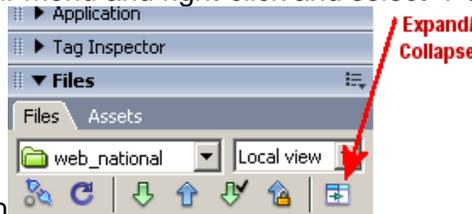
1. Please note that your Dreamweaver site must match up with server site.
2. Once you're ready to load a file (files or folders) on the server, highlight the file or files in Dreamweaver.
3. Click the "PUT" button and the file will load on the site in the same location.



4. When the files are uploading, you'll see a pop-up screen in your Dreamweaver.



5. There are several ways to "PUT" transfer files to your remote server. These include (1) highlighting the file in your menu and right-click and select "PUT," and (2) click on the



"Expand/Collapse" button  , then the "Connects to the Remote Host"  button. From here you can "drop and drag" files.

UPLOADING FILES NOT LOCATED WITHIN THE GACC (WEB) SITE FOLDER

There are times when files need to be transferred from a folder outside of the GACC (web) site folder. The FTP process allows this without any problems, however, WebDAV, in conjunction with Dreamweaver, currently does not allow this process (or at least we haven't figured it out, yet). Only files within the GACC (web) site can be transferred. Therefore, we have to find a process that will allow us to do this.

Dan Ervin is currently working on finding a method. Initial evaluation indicates the best option available right now will be using Internet Explorer 5.0 or greater, or Windows Explorer to upload these files. Hopefully, we'll know something the week of June 6. At that time we'll send out the steps.

In the meantime, if you want to go ahead with production and you need this process, the recommendation is to leave those files on the old server and link to them through Dreamweaver. Once we've figured out the best process to transfer these files, then the links on your pages can be changed.

USING CONTRIBUTE

Some GACCS may be using Contribute as a supplement to Dreamweaver. Contribute is a less expensive way for folks to update web files within a (web) site. It's also a good way to keep the user from accidentally changing any protected links established by the web manager of the site. If you will be using Contribute, you'll need to acquire Contribute 3.0 in order for WebDAV to work. WebDAV is not built into Versions 2.0 and earlier.